MANUSCRIPT FORM GUIDELINES

Margin and Form

MLA guidelines require a header (your last name and page number) ½ inch from the top of each page. In the Writing Center, we are currently using **MS Word** for word processing which has a preset margin of 1.25 inches on the left and right, .5 inches at the top, and 1 inch on the bottom. Therefore, you will not need to change the preset margins. **Double space** between lines. Use **one space** between words and **two spaces** after a period or a colon. Do **not** use unusual fonts; type size should be set to twelve (12) points.

Identification

Papers should carry your full name, the instructor's name, the course title and number, and the date. The month is always spelled out, never abbreviated. The number of the assignment is often given. If a separate title page is not used, this identification, double spaced, begins one inch from the top of the page and is flush with the left margin.

Pagination

The header consists of your last name in The upper right hand corner, flush with the right margin and ½ inch from the top of the page. The current page number will follow your name. Use Arabic numerals without parentheses or periods. You will find directions for inserting page numbers in the Writing Center computer manuals. A copy of the header instructions is attached to this document.

Title

Use the Writing Center manual for directions on centering and double spacing. There needs to be **one double space after the identification and one double space after the title.** Do not put quotation marks around the title or underline it (unless it is a quotation or the title of a book). Do not use a period after the title. Capitalize the first letter of the title and the first letter of all other words except articles (a, an, the), prepositions, and conjunctions. Use one double space between the title and the first paragraph.

Note: Use a separate title page **only** if required to do so by your instructor.

Indention

Indent the first line of each paragraph point five (.5) spaces by pressing the tab key once.

Word Division

It is best not to divide words at the end of a line. An uneven right margin is preferable to a large number of broken words. Do not justify the right margin as this creates uneven spacing between words. As you type, the computer will naturally "wrap" at the end of a line according to the margins that are set. **Do not press return at the end of a line unless you are starting a new paragraph.**

Legiblility

Make sure you have formatted your document using correct MLA standards. Always double-space your manuscript. Perform a spell-check as well as a grammar check if it is available. Do not use an unusual or difficult-to-read font, size, or type size.

Numbers

Spell out numbers written in one or two words and represent other numbers by numerals (*one, thirty-six, one hundred, fifteen hundred,* **but** *2 ½, 101, 137, 1,275).* Never start a sentence with a numeral, including a date.

Proofreading

Proofread and revise your paper with care before submitting it to your instructor. Check and correct the content as well as the form. The above rules guide you only in matters of form. For help in revising for content or clarity, see your handbook or textbook. Check the Writing Center computer manual for directions on inserting, deleting, or moving text. Refer to the *Bedford Handbook* or *A Writer's Reference* for information on the mechanics of writing such as spelling, punctuation, using titles in the body of your paper, quotations, etc.

See the example of a correctly formatted essay on the following page.

Maria Cruz

Dr. Kappen

English 101

August 20, 2007

<div align="center">Discrimination in the Workplace</div>

Sandra met all the requirements for the position of general manager. Her work was far above average.

She showed initiative and implemented several plans which increased the productivity of her department. . .

Directions for Inserting a Header

1. Point to View on the menu bar; the click, drag down to Header and Footer and

2. A header box with broken lines will appear. Click the right alignment box on the tool bar.

3. Type your last name capitalizing just the first letter.

4. Tap the spacebar on the keyboard **once**.

5. Click the # button in the Header and Footer box to insert the page number.

6. Click the Close button in the Header and Footer box. Your name and page number will be hidden.